

Adult and Postsecondary Salary Budget for Career Education Programs

Instructions

- (1) **Program Code:** 4-digit code, i.e., 01-10, Agricultural Education-Adult; 05-10 Health Occupations-Adult; 02-07 Business Education-Postsecondary, etc.
- (2) **Staff Member's Name:** Give instructor's first name initial and last name only. Enter social security number immediately below the staff member's name.
- (3) **Salary for Postsecondary:** Give the total contract salary disregarding benefits of any kind. For Adult: If full-time program instructor, give contract salary disregarding benefits. For short-term courses or part-time instructors, give the hourly rate in the salary space and the number of hours in the time devoted column; i.e., 0040 = 40 hours.
- (4) **Months Employed:** the number of months the instructor is employed by the institution, i.e., 09 10, 11, 12. Do not use 9.5, 9 ½, etc.
- (5) **Time Devoted to Program:** 4-digit code. Postsecondary instructor teaches 6 credit hours of vocational classes with a total load of 15 hours the time devoted would be 06/15. An adult instructor teaches 3 hours per session for 10 sessions. The time devoted would be 0030. Administrators and full-time adult instructors should be based on the number of hours; i.e., 8 hours per day X 20 days per month X number of months (11) equals 1,760 hours. Do not use 100%, 50%, etc. when filling out time devoted.
- (6) **Assignment:** List courses being taught or other explanation of their assignment. If additional lines are needed go to next assignment block.

Please submit separate FV-1 salary forms for each program area.

NOTE:

The FV-1 form must be signed by the school administrator. Forms printed on white paper are acceptable only if it has an original signature. *Copies and faxes are not acceptable.* Print and return the original FV-1 form(s) to:

Department of Elementary and Secondary Education
Attn: Director of Finance
Division of Career Education
P.O. Box 480
Jefferson City, Missouri 65102-0480